



United States Bankruptcy Court Southern District of Florida

CM/ECF Readiness Survey for Attorneys

The U.S. Bankruptcy Court is assessing the readiness of attorney transitioning into the electronic filing process. Please complete this survey to the best of your ability.

1) Your Firm _____ Number of bankruptcy-related staff _____

2) Number of South Florida offices _____ Number of bankruptcy cases filed yearly _____

3) Primary practice: ☐ debtor work ☐ creditor work ☐ both

4) Are you already using CM/ECF in another district? If so, please list _____

5) Please describe the technology in your office (check all that apply)

I have a ☐ PC ☐ Mac

Most of our computers have at least a ☐ Pentium II 500 Mhz ☐ G4 chip ☐ at least 128 MB of RAM

The operating system on my computer is ☐ Windows 98 or later ☐ OS X or later

I have access to the Internet through ☐ cable modem ☐ DSL ☐ standard Internet Service Provider ☐ AOL

I have the following equipment: ☐ scanner ☐ printer

☐ I do not own a computer or know how to use one.

☐ Comments _____

6) When you access the Internet, which browser do you use?

☐ MS Internet Explorer (IE)

☐ Netscape Navigator

☐ AOL

☐ I'm not sure

7) I already know how to: (Check ☐ ALL that apply)

Browser and internet-related

- ☐ Navigate to a website
- ☐ Identify and follow hyperlinks
- ☐ Use the Forward and Back buttons
- ☐ Set my browser's home page
- ☐ download files from the internet
- ☐ Add bookmarks to my browser

Windows

- ☐ Save a document
- ☐ Open a document
- ☐ Locate files on my hard drive or a floppy

Word Processing and PDF-related

- ☐ Type and save a document using a word-processor
- ☐ scan a paper document using a scanner
- ☐ Create a PDF document

Email

- ☐ Send an email
- ☐ Send an email with attachments
- ☐ Set up rules to manage incoming email
- ☐ Download attachments received in an email

Mail or fax completed surveys to Lara Loucks, U.S. Bankruptcy Court, Clerk's Office, 51 SW 1st Ave, Room #1517, Miami, FL 33130, fax 305-714-1801.